Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OTR/SIWA--7

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Services Provided to other Agencies			STATISTICAL
		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		X	TRAINING	ADMIN. GENERAL
	LOGISTICS			SECURITY	OTHER (specify)
	MEDICAL			FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Annually?	1 (EA/TR)

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memo		YES	IF YES GIVE ADP PROCESSING NO.	HR STAT
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
C/SIWA	3 (from each faculty) memos with same title as above)

12. COST FACTORS
A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
16	$14.50		0.5		$ 7.25		1		$ 7.25
15	$12.80		1.0		12.80		1		12.80